Computer Classroom Policy

Refer Questions to: Associate Director, Services, Ext. 6-1316
Effective Date: September 2001
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Approved By: Division Heads

UNIVERSITY *of* MARYLAND
Health Sciences and
Human Services Library

The HS/HSL has three computer classrooms:

* Classroom 1 (LL03) - 18 workstations plus one teaching workstation

* Classroom 2 (LL04) - 19 workstations plus one teaching workstation

* Classroom 3 (LL05) - 26 workstations plus one teaching workstation

There is a projector and a white board in each classroom.

GUIDELINES

1. Both campus and outside groups may use the classrooms (see Fees). To reserve a classroom, please submit the Reservation Form. If we are able to accommodate your request, you will receive a confirmation email with the contact information of your classroom technical support liaison.

2. Arrangements for use should be made at least one month in advance of the date needed.

3. Requested software will be loaded by HS/HSL IT support staff. The software should be provided to the IT support staff as soon as possible to test its functionality and compatibility with classroom equipment. This should be done **at least three weeks in advance of the class**.

4. The HS/HSL may refuse to load any software that may jeopardize existing systems. The class instructor should review the installation prior to the day of the class. Contact the IT support staff to schedule a classroom review.

5. On the day of the class, the instructor should arrive early to set up for the class and to review classroom operations.

6. No food or beverages are permitted in the classrooms.

7. Classrooms are accessible during regular library hours. Monday through Friday from 8:00 a.m. to 5:00 p.m. is preferred. Please note: If you are reserving a classroom for a morning class, the room will NOT be accessible for set-up before 8:00 a.m.

8. If the instructor is from an outside organization, campus sponsors or contact persons must be present at the start of the class to assist.

EXAMS / TESTS

If you plan to use a computer classroom for an online exam, please be aware that unexpected technical issues could potentially arise during the course of an exam. From Monday – Friday, a classroom reservation includes technical support to trouble shoot any issues that may arise. If you wish to have IT support staff remain in the room (onsite) for the length of the exam, you may purchase support as a separate fee-based service. Please note, however, the library cannot guarantee that IT support staff will be able to prevent or resolve all issues.

Online exams scheduled in the HS/HSL computer classrooms are subject to the following requirements.

Required on-site tech support for weekend exams

If you reserve a computer classroom for an online exam during the weekend, you will be charged for IT support for the duration of the exam. See the Fees page for more information.

Required pre-testing of exam software

The exam proctor will be required to pre-test the exam software one week before the actual exam. The pre-test is to verify that the proctor can successfully launch and run the exam software on the classroom computers. Contact your IT support staff to schedule a pre-test.

FEES

University of Maryland, Baltimore and UMMC staff

* $250.00 per half day

* $500.00 per day

* On-site IT tech support (weekday) - $45 per hour (Minimum 2 hours)

* On-site IT tech support (weekend) - $67 per hour (Minimum 2 hours)*

Outside groups

* $500.00 per half day

* $1000.00 per day

* On-site IT tech support (weekday) - $55 per hour (Minimum 2 hours)

* On-site IT tech support (weekend) - $77 per hour (Minimum 2 hours)*

*The use of the HS/HSL classroom for an online exam during the weekend requires the purchase of fee-based on-site tech support for the entire duration of the online exam.

Fees must be received prior to the class date and are payable by chartstring or credit card.

Any organization using the classrooms will be responsible for damage that occurs to the computers, furnishings, or room during use.

CANCELLATION POLICY

If a class needs to be canceled, the library must be notified at least 24 hours prior to the class or there will be no refund of fees.

CANCELLATION DUE TO INCLEMENT WEATHER

If the HS/HSL is closed due to inclement weather, all classes in the building are canceled. Classes will be rescheduled with no additional fees. Call the campus weather hotline to determine if the University is closed: 410.706.8622.

CONTACT US

For Policy Questions, contact: Associate Director, Services, at 410.706.1316

For Technical Questions and IT Support, contact: HS/HSL Computing & Technology Services, 410-706-1072

To Reserve a classroom, submit a classroom Reservation Form.